

Are you ready?

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+ Aspects of Readiness



- Know the standards
- Support/commitment from key decision-makers
- Support/commitment from staff
- Knowledge of quality improvement/evaluation
- You are ready and willing to prove what you do (documentation)

+ Know the standards



- Understand the intent
- Know what's within your control and what isn't – identify who your partners will be
- Be able to explain why you think its important to meet the standards
- Be able to explain where you think you are in meeting the standards
- Be able to explain how key players “fit” in the standards



Support/commitment from key decision makers



- Local Board of Supervisors
- Local Board of Health
- Public Health Administrator
- Partners



Support/commitment from staff



- Adding to the workload
- New way to look at what you do everyday
- Know where they fit
- Someone has to be in charge



Knowledge of quality improvement/evaluation



- Pick a few programs to start
- Learn about quality improvement
- Learn about evaluation
- You may have to start before you feel comfortable
- Let it be known that it won't all be successful – and that's ok.



Ready and Willing (Documentation)



- Policies and procedures (review and revise)
- Meeting minutes
 - Who is there?
 - What decisions were made?
 - If no one else takes minutes – you may have to.
- Job Descriptions
- Work plans
- Referrals- linking people to services
- Make it electronic



What if you could be ready in two years?



- Obtain leadership support- establish a regular reporting schedule
- Talk to your partners about your goal
- Put someone in charge of accreditation readiness – or multiple people in charge of different aspects
- Develop a strategic plan (if you don't have one)
- Conduct quality improvement cycles – document
- Make sure you complete continuing education requirements
- Make a policy/procedure/job description review timeline – don't forget to update your footers!
- Establish a documentation collection system



Looking at it another way....



6 months	12 months	18 months	2 years
Review Standards	Plan to address gaps	Strategic plan in place	Make sure QI work is recorded.
Table top self assessment	Quality Improvement	Evidence collection in place – who/what/where	If you have any question about the intention of a standard –ask!
Someone's in charge	Partners brought in	Policies and job descriptions reviewed	Present work to leadership
Leadership sets goal	Begin strategic plan	Workforce requirements in place	Apply!



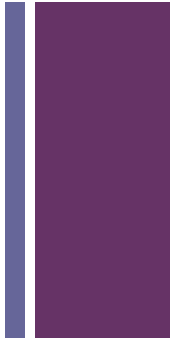
What if you could be ready in 5 years?



- Obtain leadership support- communicate goal to staff
- Plan for strategic planning
- Learn more about quality improvement
- Take better meeting minutes
- Work on your job descriptions
- Read through the standards and identify gaps – make a plan about how to address them



What if you don't want to commit....but you don't want to completely ignore it either.



- Watch and listen
- If you get a chance to expose yourself, leadership, and staff to the standards – take it!



What questions do you have?